



We work with the people who work the land.

Headwaters SWCD Conservation Education Internship (Spring, 2025)

JOB DESCRIPTION

The intern is an employee of the Headwaters Soil & Water Conservation District (HW SWCD) and reports to the Education & Outreach Coordinator in carrying out the education goals of the District. The District Board of Directors is responsible for hiring, separation, rate of pay and allowances, and establishing any other requirements associated with an employer-employee relationship.

Summary:

The position will be responsible for supporting a variety of programs, events and promotional materials for the residents of Augusta County and the Cities of Staunton and Waynesboro. This position is classified as non-exempt under the Fair Labor Standards Act.

Position Details:

- **Length of Internship:**
The term for this position is 14 weeks, from January 13, 2025-April 25, 2025.
- **Work Hours:**
The work schedule varies depending on scheduled programs and events-coordinated by the Education & Outreach Coordinator. The ideal candidate will be available 8-10 hours per week, not to exceed 120 hours in a semester. Scheduling may be flexible for the right candidate. The position may require hours inside and outside of regular business hours, including working some Saturdays.
- **Compensation:**
\$13.00/hour, paid monthly. Intern will be required to submit a monthly timesheet. Taxes will be withheld. This is a limited-term position that does not include benefits.
- **Work Location:**
Candidates must report to work at the HW SWCD office as scheduled, off-site at programs and events, as well as remote work may be included.

Duties & Responsibilities

- Works with the Education & Outreach Coordinator to support K-12 and community/adult educational programming within Augusta County, and the Cities of Staunton and Waynesboro. This includes Envirothon planning, training and implementation, outreach with the mobile soils education trailer, professional development educator workshops, communications to teachers, EnviroScape model demonstrations, and community outreach at local festivals and events.
- Assists with Ag Education programming for FFA students and preparing materials for Ag Education teachers.
- Assists with social media communications, photography and developing quarterly E-newsletter

Qualifications

- Applicants must be at least 18 years of age
- Applicants must be currently enrolled in at least the second year of a college level curriculum, have taken some college level courses, or have a post-secondary degree. High school students and students with no college courses are not eligible. Student applicants should be in good academic and social standing with their institution
- Must be eligible to work in the United States and in Virginia. HW SWCD is not able to “sponsor” interns.
- Must have reliable transportation, a valid driver’s license, a safe driving record, and be willing to travel within the local area
- Must pass satisfactory completion of a background check
- Must be able to physically lift up to 50 pounds, work in varying weather conditions, uneven terrain, and spend extended periods of time standing and walking
- Must have strong oral and written communications skills
- Must have strong interpersonal skills and maintain effective working relationships with others in a team environment
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.
- Must be able to work independently and schedule time efficiently
- Must possess good problem-solving skills
- Must have a personal commitment to working with a variety of ages and diverse populations
- Must be able to speak comfortably in front of large groups
- A desire to learn about soil and water conservation, and conservation education in a non-formal setting

Preferred Qualifications

- Experience teaching to a variety of ages, including groups of K-12 students and/or adults in both indoor/outdoor settings
- Familiarity with event planning and coordination

To Apply

Submit a County of Augusta Employment Application: (<https://www.co.augusta.va.us/government/departments-and-offices/human-resources/county-application>), resume and a one page cover letter detailing why you would be a good fit for the position and what you hope to learn if you’re selected for the position. Selected applicants will be invited to an interview following the application review. **Email applications and support materials to Rhonda Cline, District Operations Manager at rmcline@co.augusta.va.us with the subject line “Conservation Education Internship.” Applications are due by 4:00 pm on Friday, November 1, 2024.**

Questions & Contact

Questions for the position can be directed to Rich Wood, Education & Outreach Coordinator, at rwood@co.augusta.va.us, or by calling (540) 248-0148 ext. 8

Augusta County is an equal opportunity employer/drug free workplace.

All programs and services of the district are offered on a non-discriminatory basis without regard to race, color, natural origin, religion, sex, age, marital status or disability.